

## Producer, Music

# Job Description

<b>Date</b>	October, 2021
<b>Location / Business Unit</b>	Auckland Music
<b>Reporting to</b>	National Music Programmer
<b>Direct Reports / Functional Relationships</b>	Presenters, Music; Music team
<b>Position Type</b>	Permanent Part-Time

### The role / position purpose

Contribute to the production of RNZ Nationals' flagship music show by coordinating activities, editing content, organising talent, writing background notes and identifying stories and angles. Manage the programme's website and social media platforms to support the RNZ National Music team to engage audience and deliver entertaining content.

### Position accountabilities – what you're responsible for

- Organise and coordinate talent, facilities and services required for on-air and pre-recorded interviews and segments.
- Line produce, to ensure all audio segments, live on-air, pre-recorded and songs are edited to a high quality and ready for the show.
- Prepare relevant and well researched material that is written into accurate stories with attractive introductions and question lines to support presenters.
- Coordinate, document and contribute to regular planning and reviews to continuously improve Music content on social, digital and shows.
- To assist in sourcing and assessing talent who can make a quality contribution to the show
- Contribute to content, including initiating, selecting and developing ideas with the production team and presenter.
- Manage and maintain RNZ National Music 101 presence on RNZ website, using images, video, graphic, data and audio to engage audiences.
- Manage social media platforms to distribute and promote content to increase audience reach.

## Health and Safety

- Take responsibility for own health and safety and that of others.
- Participate in any safety meetings etc. as required by RNZ.
- Comply with the Health & Safety policies and guidelines and complete responsibilities relating to the Health & Safety Business Plan.

## Emergency Management / Lifeline Utility Role

- To maintain broadcast continuity in an emergency, you may be required to carry out other duties suited to your skills and experience. This may involve you being temporarily relocated to another RNZ site if required, usually in a major city.

## Organisational

- Be aware of RNZ's policies and adhere to them, including the Editorial Policy, Social Media Policy, Dignity at Work Policy and the Code of Conduct.
- Participate in promotions or awards which help promote RNZ's image and profile.
- Actively participate in and contribute to the development and achievement of own performance and the review of work priorities to achieve the organisation's goals and objectives.
- Act in a manner consistent with Equal Employment Opportunities principles and practices.

## Candidate profile / person specification

<b>Qualifications</b>	A relevant tertiary qualification (e.g., media, communications, journalism), or equivalent experience, is an advantage
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Administration and/or project management experience</li><li>• Experience managing professional relationships both internal and external</li><li>• Knowledge of on-air play-out systems and audio editing software</li><li>• Knowledge of CMS/web publishing platforms</li><li>• Experience managing social media platforms</li><li>• Knowledge of on-air play-out systems and audio editing software</li><li>• Experience writing for radio and online</li><li>• Knowledge of CMS/web publishing platforms</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent organisational and time management skills</li><li>• Excellent interpersonal and relationship management skills</li><li>• High standard of written communication, including an excellent command of English and correct use of grammar and punctuation</li><li>• Ability to streamline and simplify team/organisational processes</li><li>• Ability to solve problems creatively, in a high-pressure environment</li></ul>

	<ul style="list-style-type: none"><li>• Exceptional level of competency in basic computer programmes including Outlook and Word; Apple and Android devices; social media platforms/apps</li></ul>
<b>Competencies</b>	<ul style="list-style-type: none"><li>• Team player who strives for group success over individual achievement</li><li>• Positive and enthusiastic person who helps motivate others</li><li>• Ability to remain calm under pressure</li><li>• Adaptable to change</li><li>• Attention to detail and desire for accuracy</li><li>• Proactive, self-starter, who is prepared to go the extra mile to deliver top quality content</li></ul>